

Vendor Relations Web Training

ORTRIS Website: http://ortrisvendor.oldrepublictitle.com

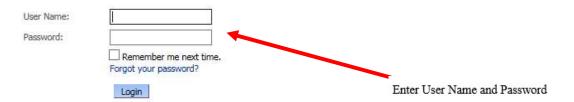
Table of Contents

Logging In3
Order List
Order Information 5
Add/Edit Deed Information 6
Add/Edit Lien Information7
Deed and Lien Sequencing8
Assessment & Tax Information 9
Attachments13
Notes
Saving & Submitting Orders 15

Logging In



Login



Pursuant to federal Law, we require you to protect all nonpublic personal information about consumers ("NPPI"). By accepting this order, you acknowledge that you will maintain all of the following measures to protect such information:

- (1) Locking cabinets that hold printed copies of the NPPI when not in use.
- (2) Restricting physical access to the NPPI; using available security features on fax machines.
- (3) Destroying the NPPI in a secure manner when it is no longer needed.
- (4) Educating employees on how to protect the NPPI and
- (5) Notify ORTRIS immediately upon discovery of any incident in which any NPPI was, or could have been, compromised.

Order List

	****							Q OLD RE	PUBLIC INSURANC	EE GROUP	
•	Home · Account> ·	Report · Contact	Us			Welcom	ie 34513 - # 1	34513 - TEST-	VINCA IT USE ON	LY. Logout	
	Order List										
tome from any returns you to this screen	Search Criteria										
	Vinca Product #:		Product Cat	egory:	(All)		Address:				
	Vendor Order #:		Vendor Prod	duct:	(All)	1	/				Open orders will appear under the
	From Date:	- T	Vendor Ord	er Status:	(Open)	,	✓ Zip/State:			(All 🗸	Vendor Order List, where they ca
open orders utilizing these fields	To Date:	[3	2				City:		21		edited or viewed
	Search Reset						County:	(All)		~	
	Vendor Order List									-3	
_	Product #	Vendor Order #	Vendor Order Date	Vendor Product	Borrower Name	State	County	Zip	Status		
	01-19016156-01T		11/21/2019	1 Owner	Wade	ОН	SUMMIT	44301	Confirmed	3 Q	
	01-19016160-01T	123456	11/21/2019	1 Owner	CHRISTINE	ОН	SUMMIT	44301	Confirmed	3 Q	
			W0000000000000	(- L1)	31102	011	CURARITE	44301	Confirmed	(3)	
nbers are now referred	01-19016152-01T		11/21/2019	1 Owner	WADE	OH	SUMMIT	44301	Commined	100	

or "01-xxxxxxxxx-01S"

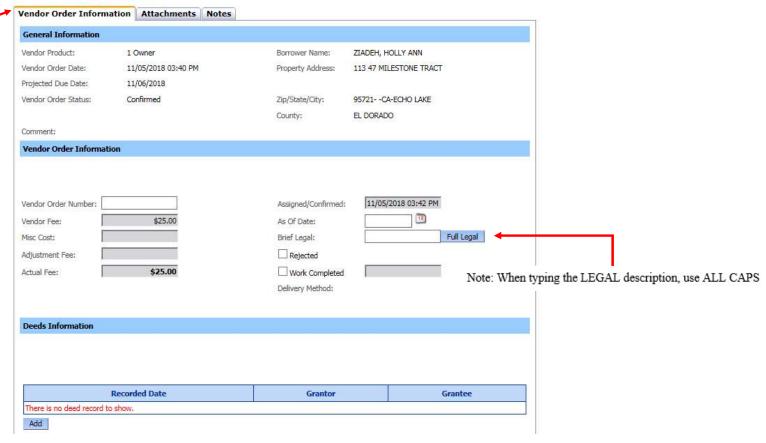
When Edit Vendor Order is selected, a new page that includes three tabs is opened

Order Information

Order Information

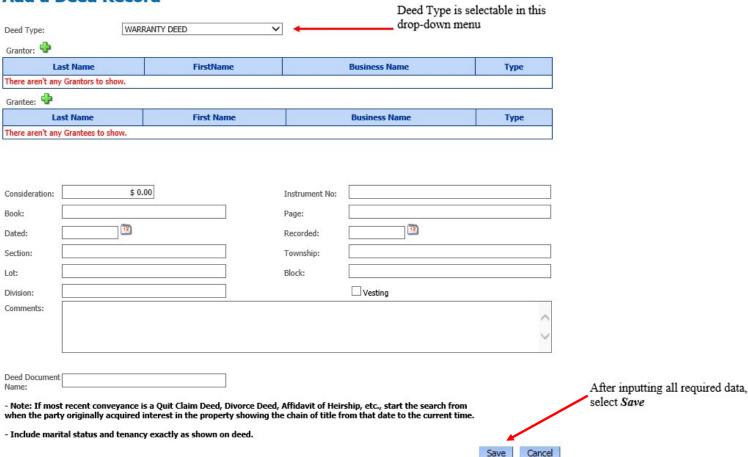
This first tab, *Vendor Order Information*, will include details of the order such as Borrower Name, Address, Agreed Fee, Product Type, etc.

Search Information can be entered using this page tab, with sections to include deed, lien, and tax information



Edit/Add Deed Information

Add a Deed Record



For each deed included in the search, add its Type, Grantor/Grantee, and any relevant recording information

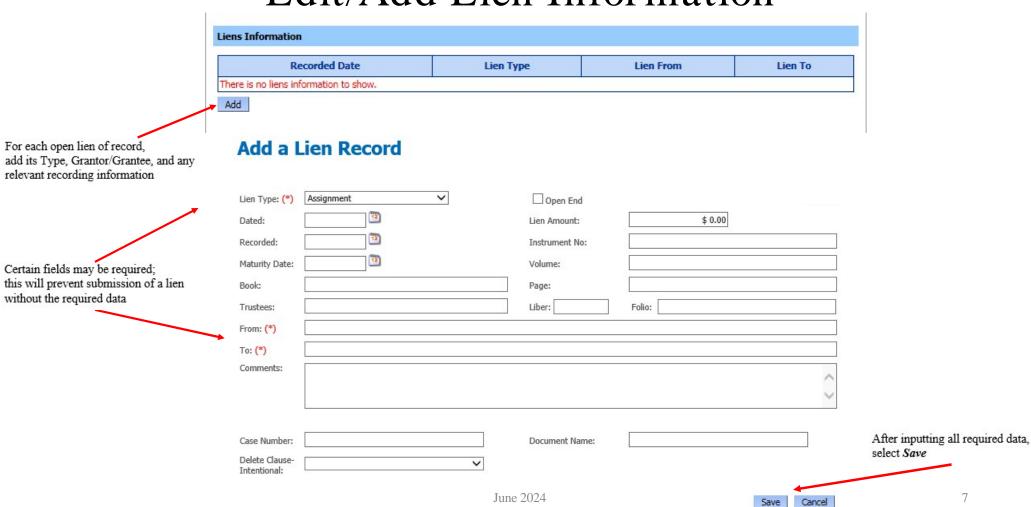
Edit/Add Lien Information

For each open lien of record,

relevant recording information

Certain fields may be required;

without the required data



Deed and Lien Sequencing

After submitting a lien or a deed as part of the search, their chronological position can be changed by selecting these arrows

Recorded Date	Lien Type	Lien From	Lien To	
05/17/2019	Mortgage	ONE BANK	JOYCE SUMMERS	3 % 4
10/01/2019	Mortgage	ANOTHER BANK	BUFFY SUMMERS	◎ 💥 🏠
08/08/2015	Mortgage	THE BANK	BUFFY SUMMERS	◎ ※ ☆

This same process can be used on the Deed Information



Assessment & Tax Information

Required Included Exemption Homeowners: Completed: Exemption Homestead Supplemental: Completed: Property Value: Tax Authority Information Authority Name City Tax Type Tax Collector Authority Phone There is no tax authority information to show. Lookup Tax Authority Record Add Local Tax Add Tax Authority Add Tax Authority Name City Tax Type Tax Collector Authority Phone EL DORADO COUNTY PLACERVILLE COUNTY C. L. RAFFERTY, TAX COLLECTOR (530) 621-5800	Tax Certifications			Miscellar	neous Information		
Completed: Property Value: Tax Authority Information Authority Name City Tax Type Tax Collector Authority Phone There is no tax authority information to show. Lookup Tax Authority Record Add Local Tax Add Tax Authority X Authority Name City Tax Type Tax Collector Authority Phone	Required	\square Included	1000	Exemption	Homeowners:		
Tax Authority Information Authority Name City Tax Type Tax Collector Authority Phone There is no tax authority information to show. Lookup Tax Authority Record Add Local Tax Add Tax Authority Add Tax Authority Authority Name City Tax Type Tax Collector Authority Phone	Ordered:		(2)	Exemption	Homestead Supplemental:		
Authority Name City Tax Type Tax Collector Authority Phone There is no tax authority information to show. Lookup Tax Authority Record Add Local Tax ecord to ax collector Add Tax Authority Authority Name City Tax Type Tax Collector Authority Phone	Completed:		72	Property V	'alue:		
Authority Name City Tax Type Tax Collector Authority Phone There is no tax authority information to show. Lookup Tax Authority Record Add Local Tax Add Tax Authority Add Tax Authority Authority Name City Tax Type Tax Collector Authority Phone							
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There is no tax authority information to show. Lookup Tax Authority Record	Authority N	Vame	City	Тах Туре	Tax Collector	Authority Ph	none
Add Tax Authority Add Tax Authority X Authority Name City Tax Type Tax Collector Authority Phone	THE PROPERTY OF THE PARTY OF TH	00.000	Shirted			STORES STORE	
Add Tax Authority Authority Name City Tax Type Tax Collector Authority Phone	There is no tax authori	ty information to	snow.				
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Add Tax Authority X Authority Name City Tax Type Tax Collector Authority Phone	Lookup Tax Autho			ax			
	Lookup Tax Autho			ax			
EL DORADO COUNTY PLACERVILLE COUNTY C. L. RAFFERTY, TAX COLLECTOR (530) 621-5800	Lookup Tax Autho	ority Record		ax		X]
	ecord to ux collector	rity Record	Add Local T		Tax Collector	Authority Phone	
	Lookup Tax Autho	x Authority uthority Name	Add Local T	Тах Туре	The control of the co	(530) 621-5800	
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Click the green cross which will add the to	Lookup Tax Autho	x Authority uthority Name	Add Local T	Тах Туре	The control of the co	(530) 621-5800	Click the green which will add

Assessment & Tax Information, Cont.

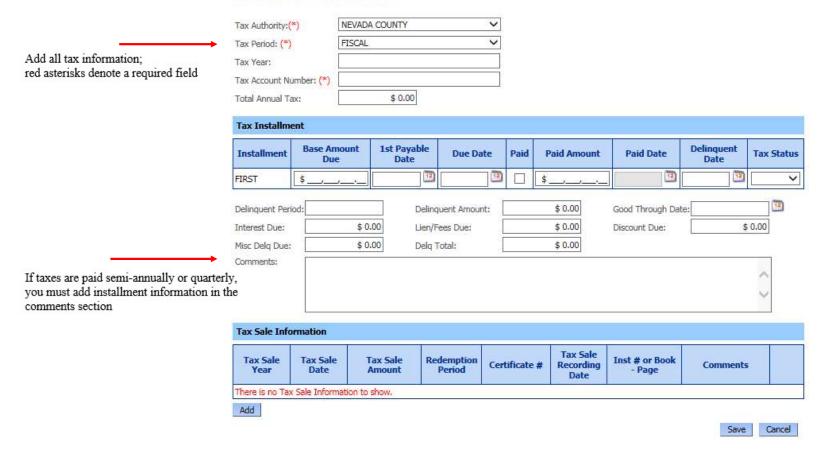


Select *Add* under Tax Information; This will create a window to add all relevant tax information

June 2024 1 0

Assessment & Tax Information, Cont.

Add a Tax Record

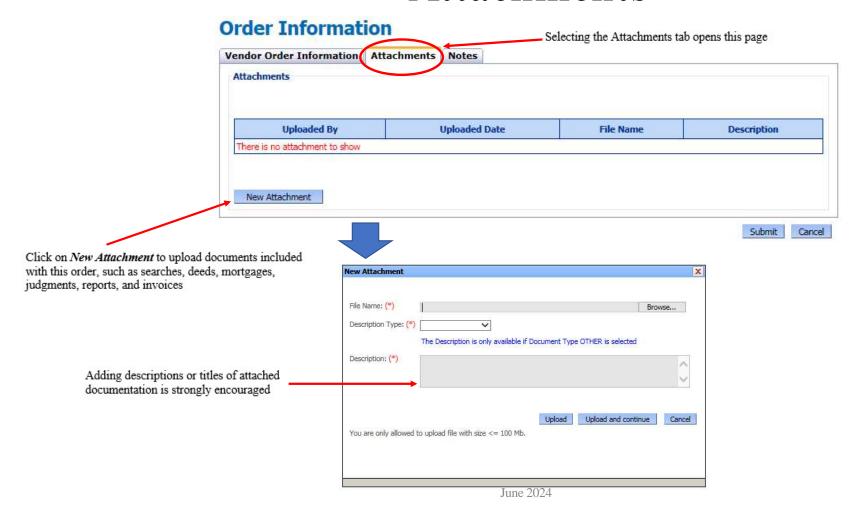


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Assessment & Tax Information, Cont.

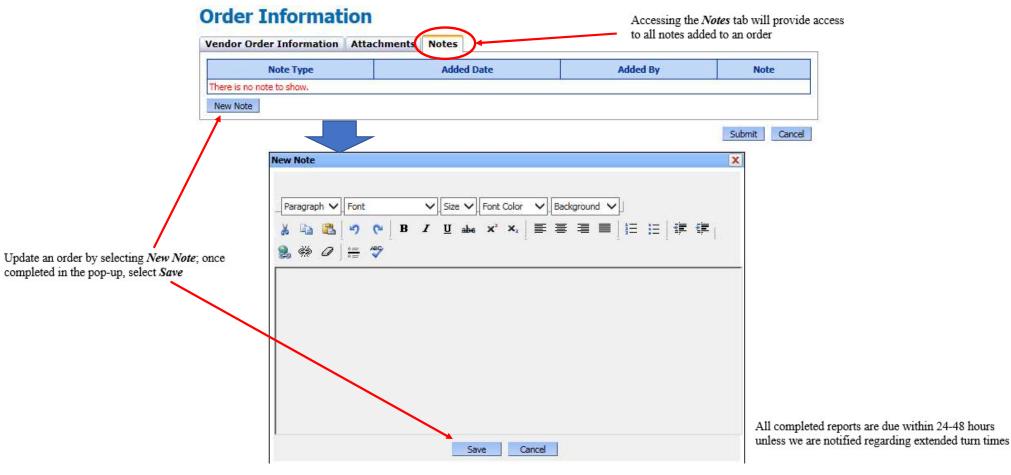
ed Value can be added here	Tax Account Number:	~	Notes:			
	Land:	\$ 0.00				^
	Buildings:	\$ 0.00				
	Total Value:	\$ 0.00				*
		10-10-10-10-10-10-10-10-10-10-10-10-10-1				-
	Additional Assessment Inf	formation		1-10	postdia.	Tablyana
	Additional Assessment Inf	formation		Land	Building	Total Value
	Additional Assessment Inf	formation	how.	Land	Building	Total Value

Attachments



13

Notes



Saving & Submitting Orders

